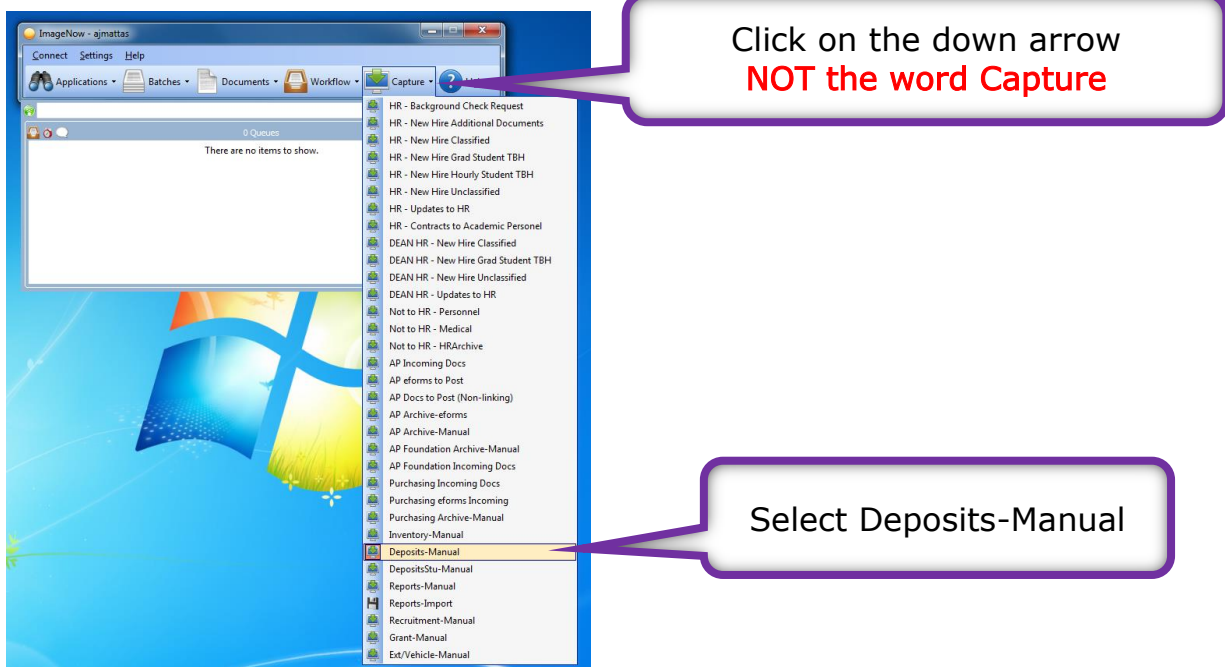


ImageNow Process Red and Black Deposits

Department of Communications and Ag Education

Updated: 10/05/2015

From **desktop computer** log into Image Now.



Proposed Keys

Location

Drawer
AGCOMDeposits

Name:
<<Undefined>>

Document Keys

Deposit Document Type:
General Deposit
UP Copy Center
BMC Daily Receipts
BMC Estore
BMC Received on Account
Credit Memo
UP Received on Account
InterFunds
General Deposit
Tax Exempt Certificate

Field5:
321Y29W_02TB3RWKR000Q84

Document Type:
AGCOMDeposit

Notes:

Capture Cancel

Click on the down arrow.
Select General Deposit.

Proposed Keys

Location

Drawer
AGCOMDeposits

Name:
<<Undefined>>

Document Keys

Deposit Document Type:
General Deposit

Account Number:
Multiple

Field3:

Field4:

Field5:
321Y29W_02TB3RWKR000Q84

Document Type:
AGCOMDeposit

Notes:

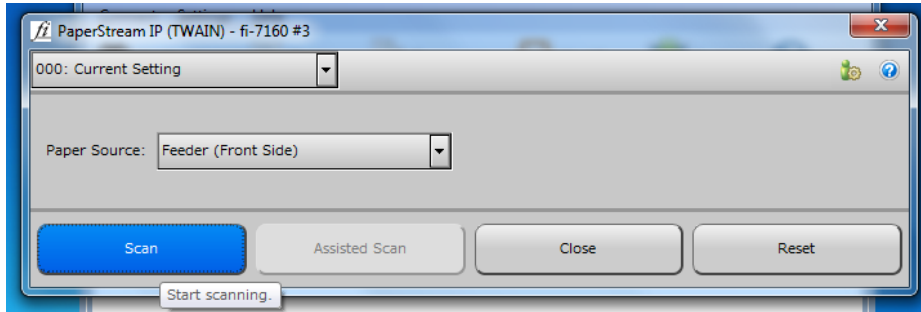
Capture Cancel

Click on the down arrow. Select
the account number the deposit
uses. Most times it will be
multiple accounts.

Leave on the AGCOM Deposit
Document Type.

Select capture.

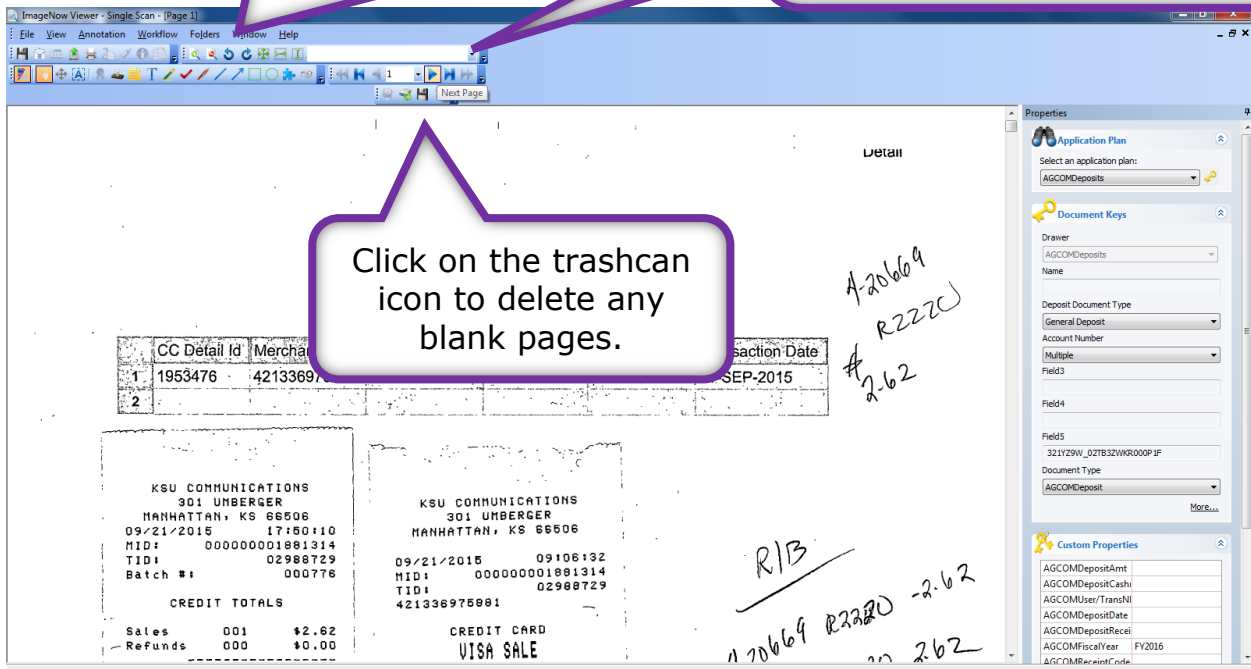
Load your paper into the scanner.



*If continuous scanning is not on see the document at the end to set up continuous scanning.

If your document needs rotated these are the arrows to do so until it is right side up.

Use these arrows to advance forwards and backwards in the document. Make sure all the pages are scanned in right side up and delete any blank pages.



After you have rotated the pages so they are right side up, deleted any blank pages, and made sure all your pages are there in the ImageNow document you can start to add information regarding the document in the Custom Properties section.

User/Trans Number

Deposit Date

*A-20669
R2220
#2-62*

RIB

2-62

CC Detail Id	Merchant Nbr	Batch Nbr	Terminal Nbr	File Date	Transaction Date
1	1953476	421336975881	988729210776	02988729	22-SEP-2015
2					21-SEP-2015

KSU COMMUNICATIONS
301 UMBERGER
MANHATTAN, KS 66506
09/21/2015 17:50:10
MID: 00000001881314
TID: 02988729
Batch #: 000776

CREDIT TOTALS
Sales 001 \$2.62
Refunds 000 \$0.00

CREDIT CARD
VISA SALE

Merchant Nbr:Key:421336975881 | Tran.No.:67880

Cashnet Number

Click save.

Deposit # 248606

Department Code: COMM - COMMUNICAT

Operator: COMM Date Entered: 9/23/2015 Total Items: 1
Status: Open Date Cashiered: Total Payments: 0.00
Transaction No: Difference: 0.00

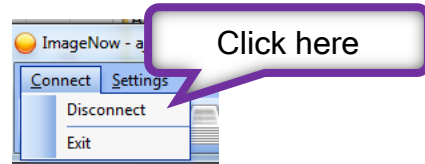
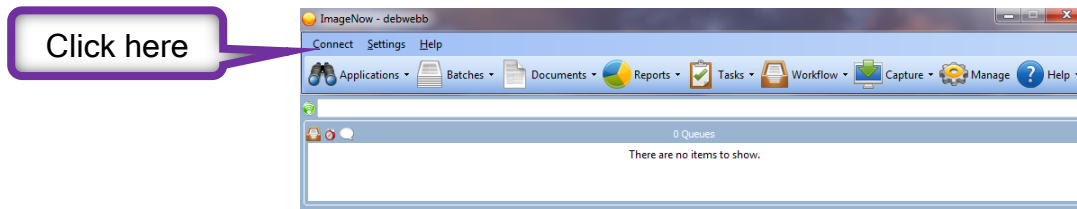
Item Code	Description	Amount To Pay
07COMMMCV	KSU COMMUNICATIONS MC/VISA	-2.62
07COMMMCV	KSU COMMUNICATIONS MC/VISA	2.62

User Number:67880
Description:9-21-15
Credit Card Batch Number:988729210776
*G/L Code: NACM420669-1100-10055-R2220

AGCOMDepositAmt \$ 2.62
AGCOMDepositCashi 248606
AGCOMUser/TransNbr 67880
AGCOMDepositDate 09/21/2015
AGCOMDepositRecei
AGCOMFiscalYear FY2016

If you are done scanning you can log out of ImageNow.

Exit ImageNow at scanning station.



This part of the process is complete. Be sure to log off the scanning station when you are finished.